PHYSICIAN

MANUAL FOR

FILING DEATH CERTIFICATES

ELECTRONICALLY

The funeral home will assign the record by selecting the physician, county attorney or coroner on the certifier tab. This will place the record in the appropriate work queue for the assignee to complete the medical portion of the death certificate.
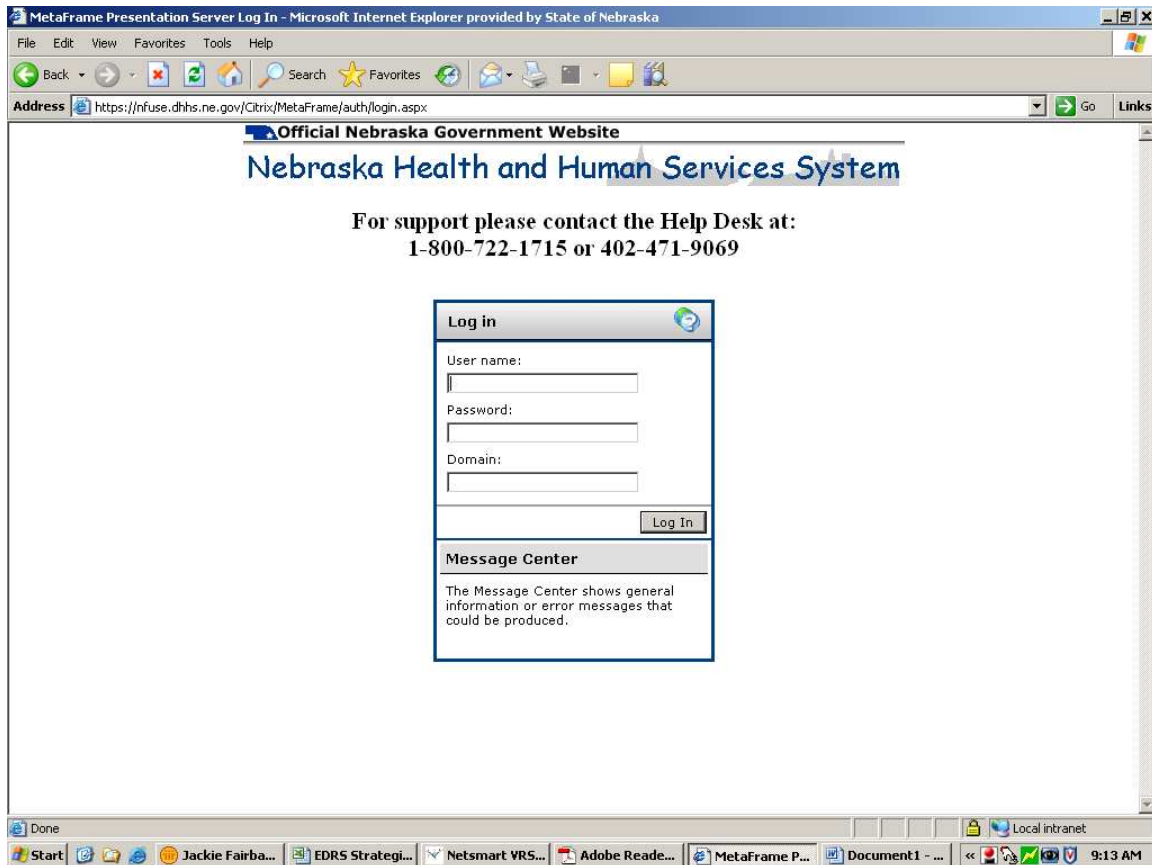
This is your log in screen. You will begin by entering your unique user name, password, and domain. Your user name will be assigned to you, your password is of your own choosing; however, it must be at least 8 characters and include at least three of the following criteria:

- Upper case letter
- Lower case letter
- Number
- Symbol

## IT IS A SECURITY VIOLATION TO SHARE YOUR USER NAME AND PASSWORD!

The domain is always bf200lnk. The system is not case sensitive with the exception of the password.

Please note the default password is HHss0000. (Those are zeros and not the letter o). This will be the first password you use and then you will change it to your own unique password.
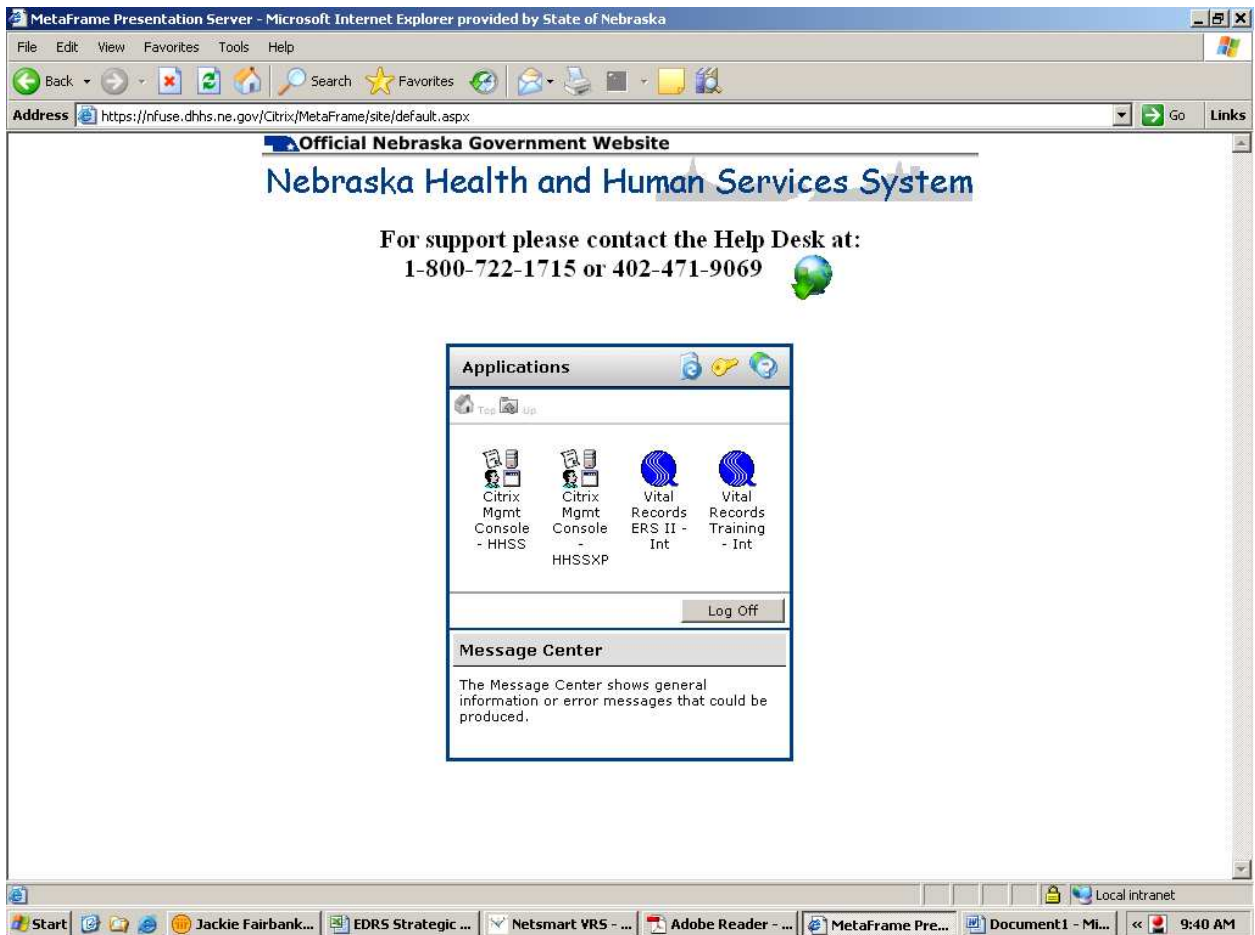
Your next screen will be similar to this. You will only have the 2 blue icons. Yours will be labeled Vital Records ERSII – Ext and Vital Records Training – Ext.

The other 2 icons give me ability to shadow what you are doing in the event you are having issues. I will never do that without your prior approval.
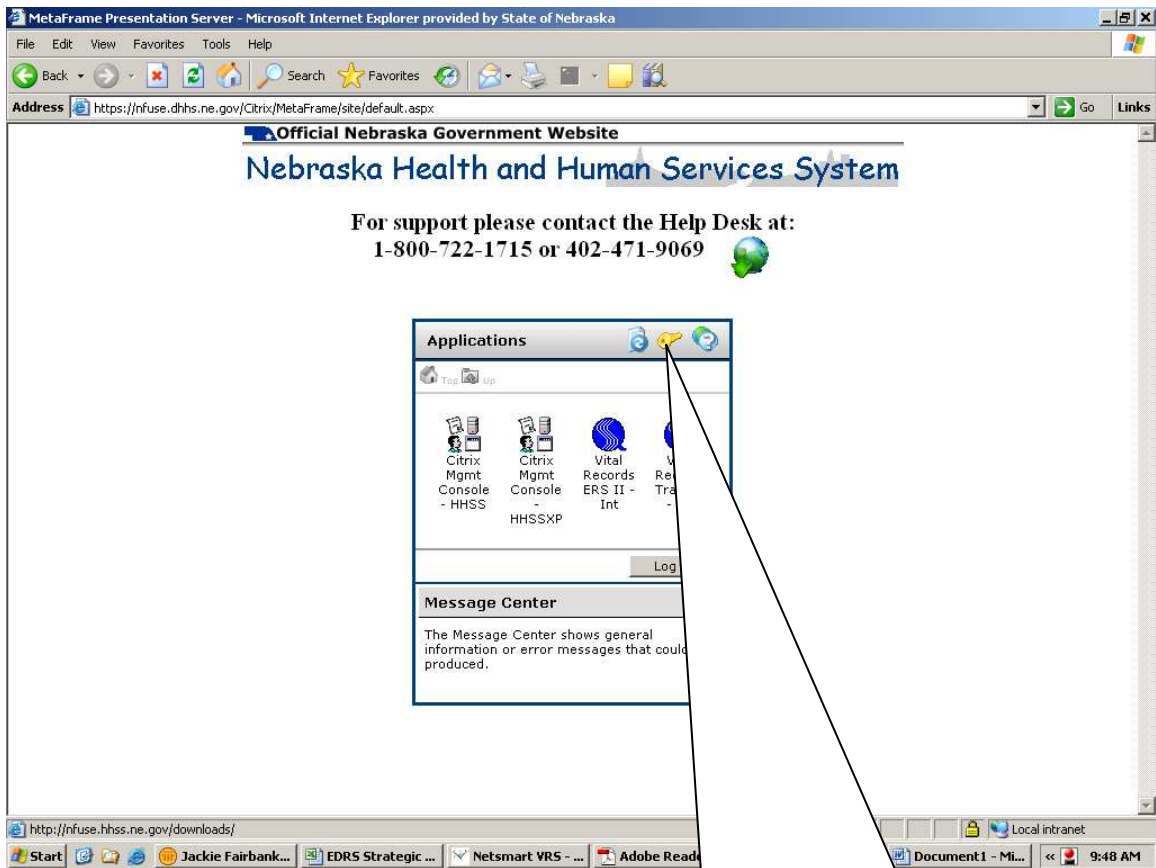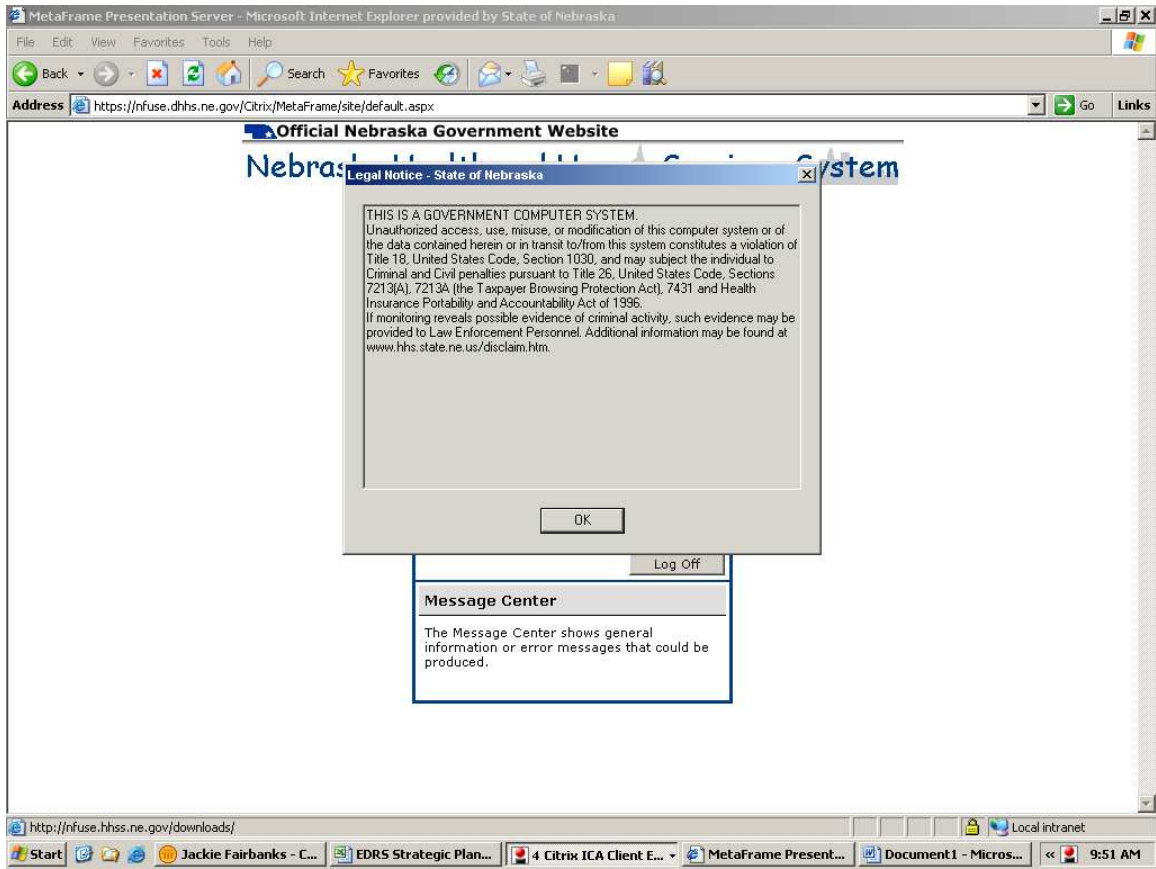
Your ability to change your password is easy – just click on the yellow key.

For security purposes the system will prompt you to change your password every 90 days.
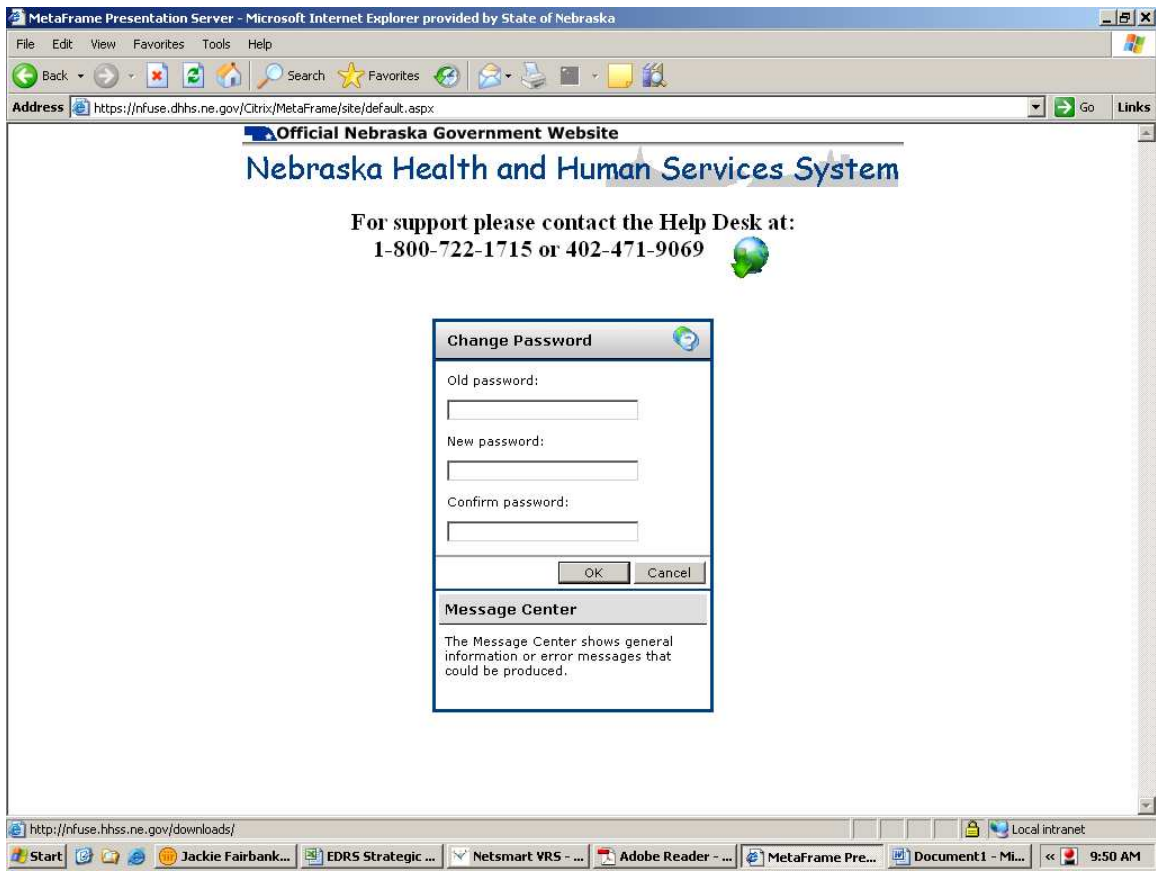
When changing your password enter your old password, then the new password you selected, retype the password to confirm it. Click ok.

This screen will pop up to let you know that you are using a government computer system. What this means is that all of your records are stored on the state's server. In the event your computer crashes, is stolen, etc. your records are not lost. Once your new computer is set up, all of your records will be restored.

Just click ok here.
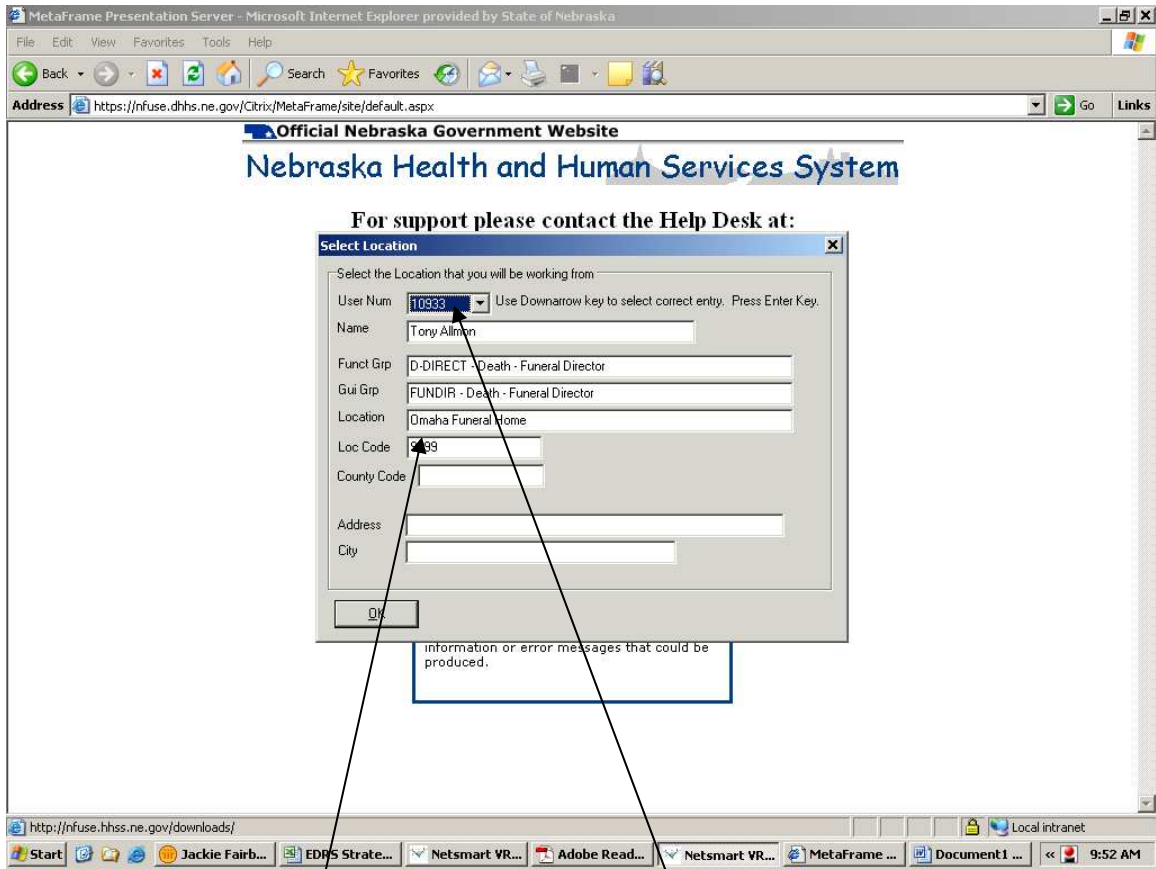
You will only see this screen if you have more than one location. If you do just select the location you want to work with by clicking on the drop down.

Make sure this location is the one you want to work with.
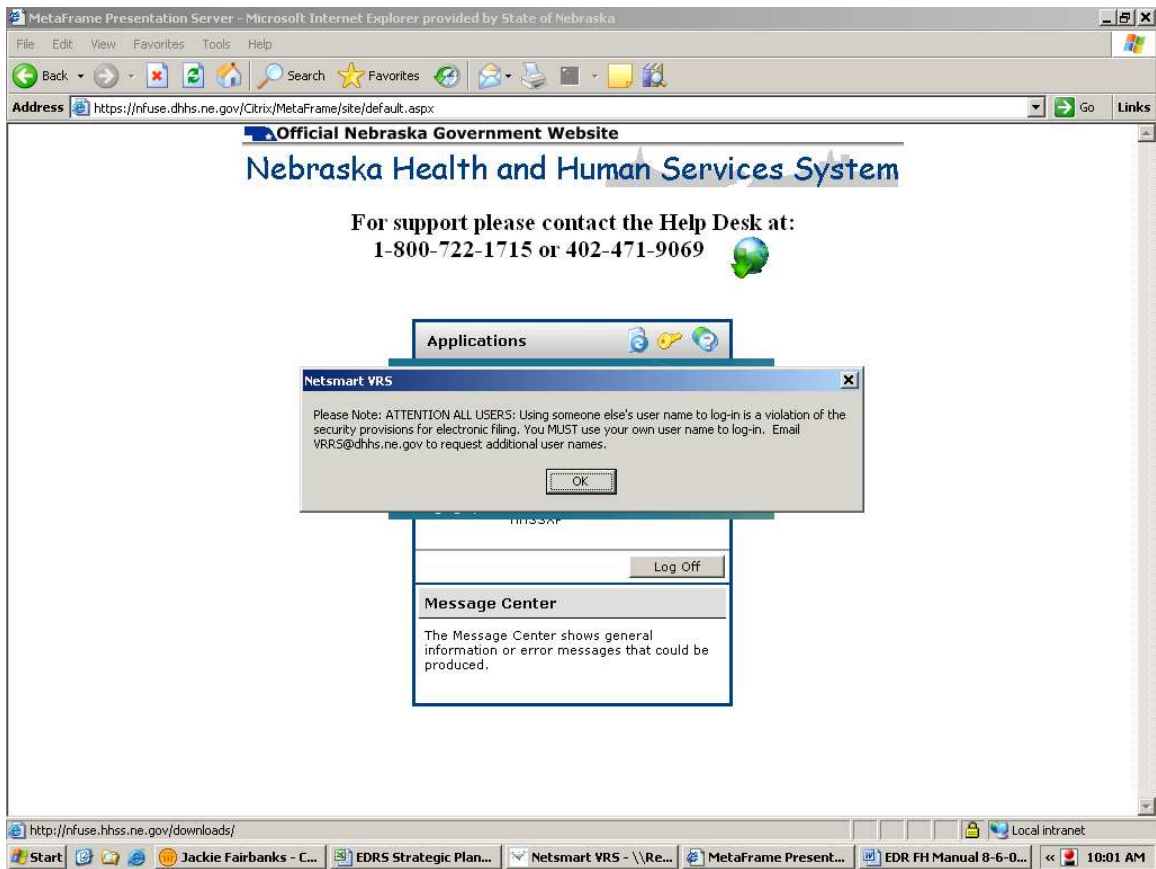
Occasionally, we will broadcast messages to you. Please make sure you read this information.
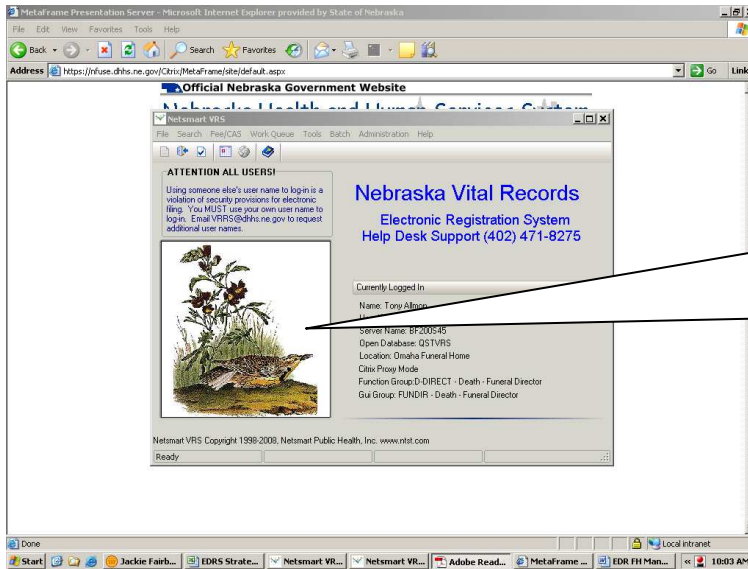
The picture of the Meadowlark (state bird) is on the production side – ERS II. This is where you will want to be if you are actually working on a record.
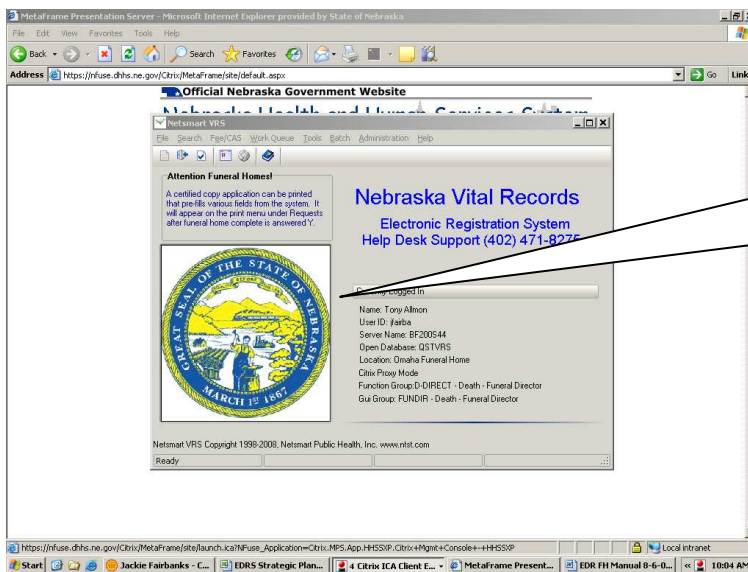
For training purposes you will work with the ERS Training icon. This side will have the Great Seal of Nebraska.

You can review the information the funeral home has put on the record but you cannot change it – just as they can review the information that you enter but cannot change it.
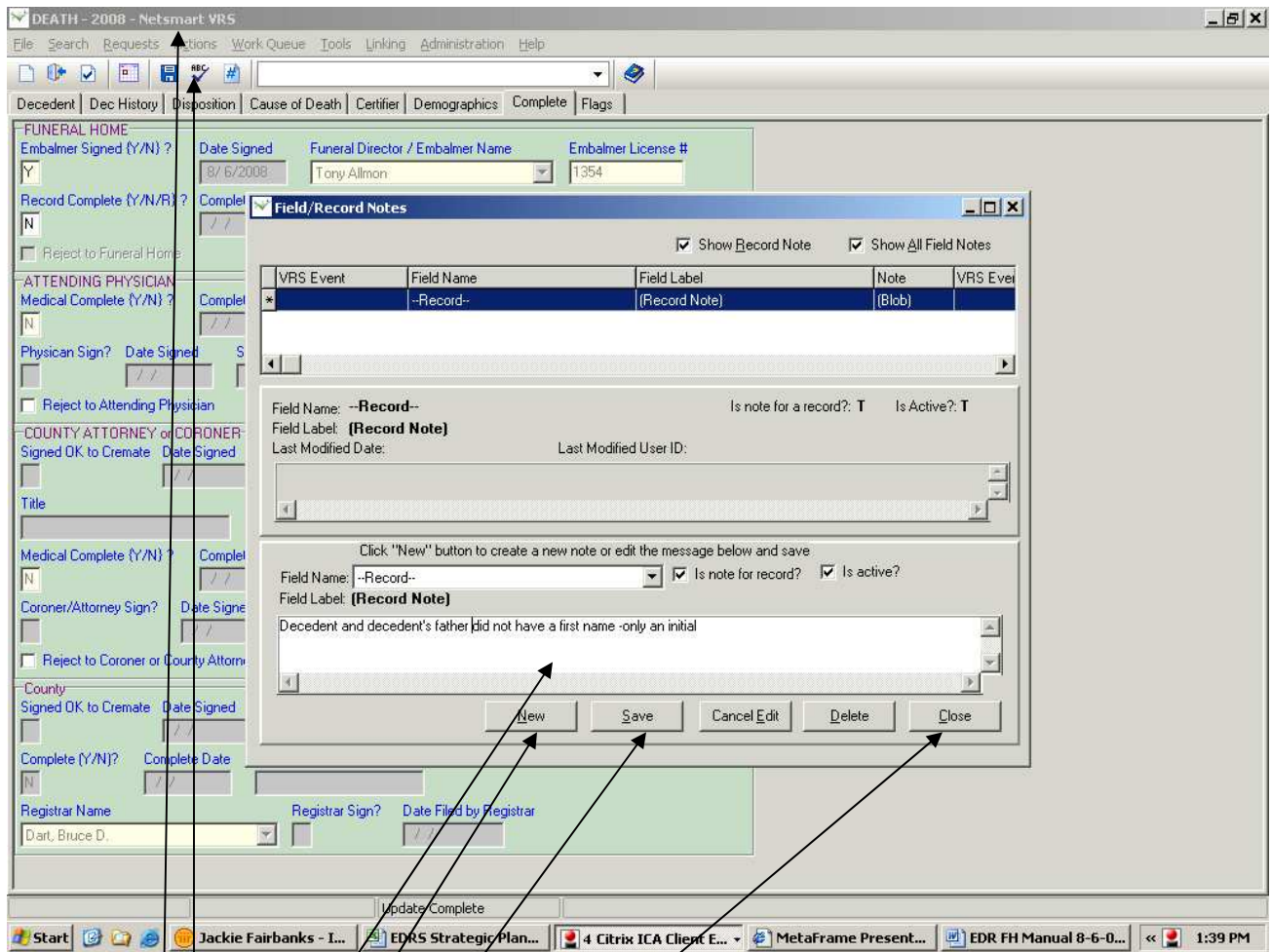
A note can be placed on the record by following these steps:

1. Go to the Action tab
2. Select "Show Notes" (Under the Action's tab)
3. Click on "New"
4. Type your note in the opened box
5. Click on Save
6. Click on Close
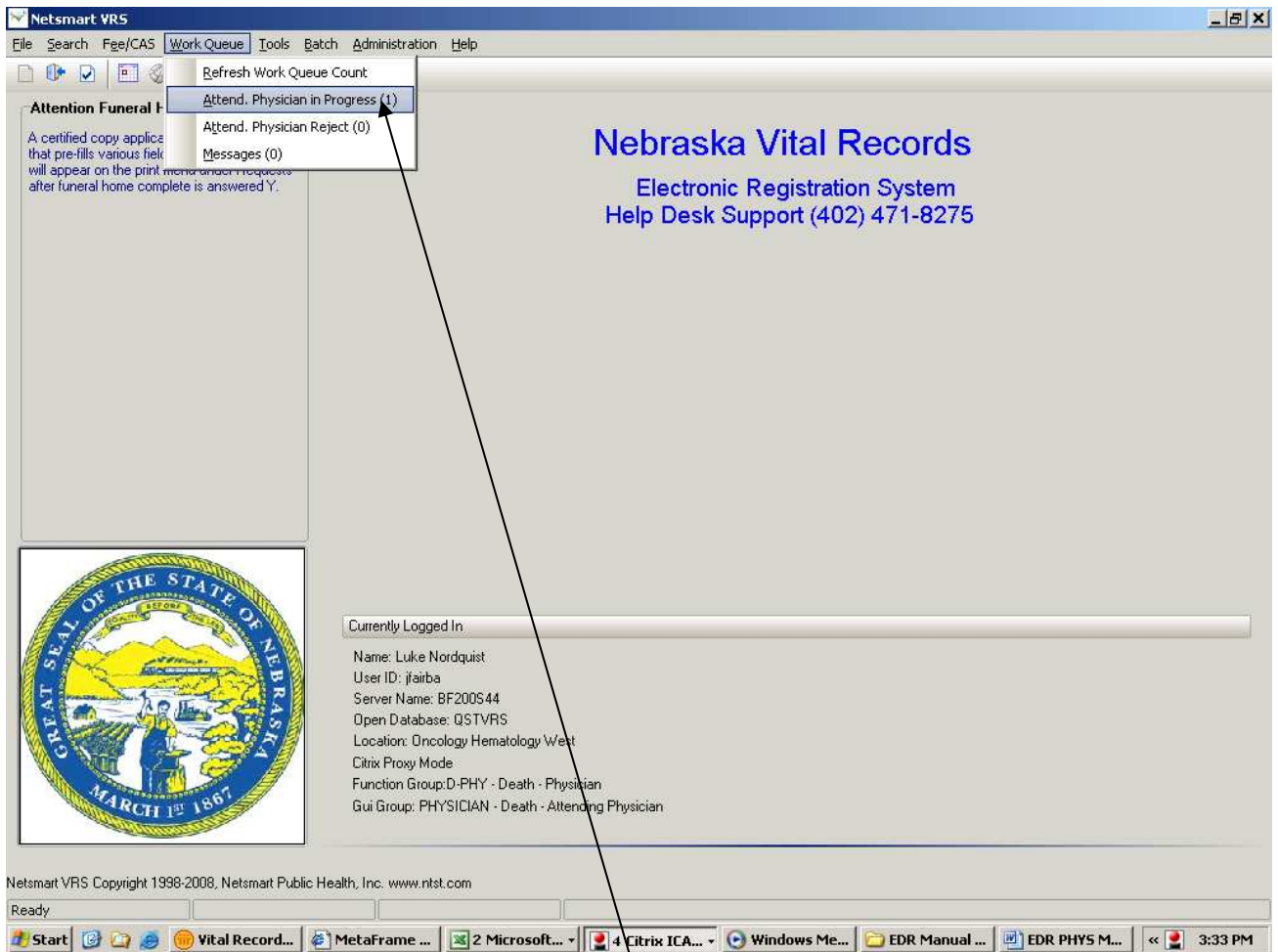
You will know you have a record in your work queue because the funeral home will notify you by your preferred method of contact – phone, fax, or email. The number will also tell you how many records are in your queue to work on.

Select the record you wish to work on by double clicking on the name or by highlighting the name and selecting Display.

The system will take you to the first area you need to complete – Cause of Death. Please note, if you enter an abbreviation for a cause of death you will be prompted as to what you actually mean.

When you click on OK, the system will spell out the words in your abbreviation.

You must enter at least one cause of death and one interval. You may enter up to 4 causes of death if you choose In part 2 you can enter Other Significant Conditions Contributing to Death.

If you enter anything other than Natural Causes in the manner of death, you will be required to enter the injury questions.

If this record was for a male, the pregnancy questions will be grayed out. If the decedent is female, you must answer the pregnancy questions.

Midnight and Noon are options you can choose. The system will automatically convert Midnight and Noon to the appropriate AM or PM on the certificate.

All open fields need to be answered prior to completing the record. For Tobacco Contribution you may answer Y for Yes, N for No, or U for Unknown.

The system is telling me that I missed a field.

When I click on OK another screen will pop up and ask if you want to Re-Key the field, Override the Edit, or Skip for Now. You will want to Re-Key the field. Just click on that tab and the system will take you back to the area that needs to be completed.

Answer the question and then you can go back to the complete screen.

When you are finished with the record, enter Y in the Medical Complete box (notice the system fills in the date & your name), then enter a Y in Physician Sign (notice the system fills in the date & your name). Once you sign the record, you will want to save it. It will then be out of your work queue and the funeral home can then send it on to the State.

To print a copy for your records, select office copy legal size or office copy letter size.

To review the record:

- Select one of these four options to change the size of the document
- If everything is ok you can print by clicking on the print icon
- If you do not want to print at this time you can close out by clicking on the close button or the X

You can search for the record at any time by clicking on search and death.

Enter enough information on this screen to identify the record you are searching for.

Double click on the record or highlight the record and click display to bring the record up. From the search option you can print or review the record.

If you have any questions, please do not hesitate to call:

Questions on *what* to put in a field:

  Debra Firman, Nosologist……………………….402-471-0912
  Christine Noren, Nosologist……………………..402-471-0912

Questions on *how to* enter a record:

  Help Desk Phone…………………………........402-471-8275

  Jackie Fairbanks, Registration Supervisor………402-471-0919
  Jerry Fischer, Program Analyst………………….402-471-0916
  Joe Boone, Applications Support………………..402-471-0210

State Holidays

New Year's Day   January 1

Martin Luther King, Jr. Day   Third Monday in January

President's Day   Third Monday in February

Arbor Day   Last Friday in April

Memorial Day   Last Monday in May

Independence Day   July 4

Labor Day   First Monday in September

Columbus Day   Second Monday in October

Veteran's Day   November 11

Thanksgiving Day   Fourth Thursday in November

Day after Thanksgiving   Friday following Thanksgiving

Christmas Day   December 25

Note: If the holiday falls on a Saturday, then Help Desk staff and Vital Records staff are not available on Friday. If the holiday falls on a Sunday, then Help Desk staff and Vital Records staff are not available on Monday.